

SEP 18 1951

All Activities Located in North, Central,
Administration, South Buildings, & 2210 E Street
Chief of Procurement

Establishment of Building Supply Officer

Document No. 010

NO CHANGE Class. ☐☒ A. ORIGINAL

Class. CHANGED TO: TS S C

DDA Memo. 4 Apr 57

Auth: DDA MEMO 22/3/57

Date: 22/3/78 By: otc

25X1A

1. In accordance with authority delegated in CIA Regulations, the Procurement Office will assume accountability of all administrative property in use within the departmental area. Activation of a Building Supply Officer for North, Central, Administration, South Buildings, and 2210 E Street will be accomplished on 24 September 1951. In view thereof, the Procurement Office will be responsible for:

- a. The requisitioning, turn-in, and transfer of all property required by activities located in subject buildings.
- b. Issuance, or authorization for issuance, of all property passes for removal of property from subject buildings.
- c. Receiving and processing all requests for building and/or equipment repairs and maintenance service. This includes installation of fans, air-conditioners, electric wall outlets, etc.
- d. Receiving and processing requests for physical moves involving offices, telephones, buzzer systems, or partitions. Requests for changes in telephone service, buzzer systems and installation or movement of partitions should be accompanied by sketches indicating appropriate information such as telephone extensions, buzzer locations, room numbers, etc.

ILLEGIB

2. Expendable supplies may be obtained from the expendable supply rooms, location and schedule as follows:

Room No. 302 North Building - 9:30 to 11:30 Monday through Friday

Room No. 340 South Building - 1:30 to 3:30 Monday through Friday

In addition to the above, a limited number of expendable supplies, including commonly-used forms, will be stocked in the basement of 2210 E Street and will be maintained on a self-service basis.

3. A list of individuals for each activity located in subject buildings, authorized to requisition non-expendable property, will be furnished this office. Number of individuals, so authorized, will be kept to a minimum.

4. All requests for non-expendable property and expendable supplies not obtainable from supply rooms listed in paragraph 2 above, will be directed to the Building Supply Officer located in Room 302 North Building, extension 650.

SEP 20 1951

5. Requests for supplies and equipment which require financial obligations will be initiated on Master Datto Form No. 36-125 "Requisition for Supplies, Equipment, or Service," signed by an authorized individual in accordance with paragraph 2 b, [REDACTED] Central Intelligence Agency Regulations, and directed to the Building Supply Officer for necessary action.

25X1A

6. The Building Supply Officer will charge all portable items of a non-expendable nature to the using individual in accordance with paragraph 2D (3) (d) of [REDACTED] Central Intelligence Agency Regulations. It is the responsibility of each employee having custody of portable items so charged to secure a clearance from the Building Supply Officer prior to their changing locations within, or separation from, the Agency.

25X1A

7. Present procedures and channels relative to the acquisition of, and accountability for, operational supplies and equipment will remain in effect and will in no way concern the Building Supply Officer.

8. In order that the functions of the Building Supply Officer may be executed and accurate property accountability maintained, it is requested that all requests for movement of property be directed to the Building Supply Officer.

[REDACTED]

25X1A9a

ANDREW E. VAN KESSE

CC: AVE Chrono
Supply Chrono
BSO File
DCI
AD/ONE
AD/CO
D/TR
Ch, Admin. Serv.
Personnel Director
Comptroller
General Counsel
Advisor for Management
Ch, Med. Staff
Security Officer, CIA